

Class Code 5316/Nonexempt
Position Title Senior Probation Officer
Working Area Probation
Effective Date 10/01/03



JOB DESCRIPTION

Scope

Responsible professional work in monitoring court ordered probationers, which may include high risk adult offenders and/or offenders eligible for release from jail awaiting court disposition, with emphasis on community protection. Ensures compliance with court ordered conditions compiles violation reports, expedites execution of warrant or notice to appear to include conducting the arrest if necessary and testifying accordingly in court.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervise assigned cases which include field, office and jail contact, interviews with employers and other persons in the community on home inspections, searches, and collecting evidence. Inform defendants of required court dates, rules and conditions of release and establishes defendants' acceptance and understanding of his or her obligations; screen defendants and defendants' families to determine need for support service referrals; collaborate with personnel in criminal justice system, human and social service agencies, representatives of the legal community, and other affiliated agencies and institutions to achieve goals and objectives; administer and analyze court ordered scheduled and non-scheduled alcohol and drug tests. Compile reports and makes recommendations concerning release or institutionalization of offender. Evaluate and process cases for early termination in accordance with the laws. Respond quickly to situations concerning a probationer in which public safety is at risk; is involved in the apprehension of offenders. Participate in special operations with the Seminole County Sheriff's Office, to include warrant execution. Conduct arrests in the field and in the office. When necessary, use pepper spray, handcuffs and personal defense techniques. Analyze (GPS) Global Positioning Satellite electronic monitoring reports. Use basic hand tools and follow instructions to install, uninstall and maintain offender tracking equipment. Conduct criminal checks and obtain pertinent documentation from the courts, police, and other agencies to assess risk level based on the criminal history. Conduct immobilization or impoundment of vehicles as required by the Court. Take appropriate and timely action in cases of violation of probation in accordance with written guidelines. Compile evidence in preparation for violation of probation reports; submit violation of probation reports to the Court and is present and prepared for required court appearances. Maintain a record of all case activity in tracking database system. Prepare and submit statistical information and reports. Insure proper security measures are followed in all areas including case files, release of information, handling of payments and officer security. Conduct in-service training and instruction as assigned. Act as direct liaison with local law enforcement agencies, civic groups, homeowner associations, charitable organizations, community leaders, counseling agencies, churches, schools, employers, etc., within assigned areas of responsibility. Submit monthly activity reports. Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Ability to investigate and write a significant number of comprehensive violation reports; present verbal reports to Court; supervise, monitor and enforce Court and supervision orders; assess the risk and needs of adult offenders under supervision; initiate program intervention either directly through the delivery of core programs or indirectly through referral/liason with other programs or agencies; perform computer and keyboard skills; communicate, analyze, and organize thoughts and information. Ability to work independently and with others as necessary. Preference will be given to applicants with language skills in Spanish. Ability to read, write and speak Spanish is desirable.

Education

Bachelor's degree and one (1) year experience in the field of Criminal Justice, is required. Preference will be given to candidates with experience in criminal justice, educational or social service settings that involve supervision, counseling and conflict resolution. Must possess and maintain a valid Florida Driver's License, and have access to reliable transportation to be utilized in the function of assigned duties.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Work is performed both in the office and the field. Most office duties are performed while sitting at a desk or workstation. Field duties are performed in all types of weather conditions, and may involve prolonged standing or walking.